

## SIGNATORY REQUIREMENTS GUIDELINES

SIGNATORY REQUIREMENTS TABLE	
ENTITY TYPE	SIGNATORIES
Individual	People filing as individuals need not identify a title.
Trust	Trustee of the trust as stated in the Declaration of Trust or Trust Agreement.
Corporation	President, Chief Executive Officer (CEO), Chair of the Board, or Chief Operating Officer (COO).
General Partnership	A general partner.
Limited Partnership	A general partner.
Limited Liability Partnership	A general partner.
Limited Liability Company	<p>Manager managed LLCs: A manager of the limited liability company.</p> <p>Member managed LLCs: A member of the limited liability company.</p> <p>(Note: Some LLCs use other titles, such as corporate officer titles, instead of member or manager.)</p>
Estate	Current executor or administrator of the estate as specified in the Letter Testamentary or Letters of Administration.
Municipality or Other Government Entity	Official with a delegation of signature authority by ordinance, resolution, or other delegation.

Anyone signing as the community water system's authorized representative, or its designee, must identify the individual's title as it relates to the community water system to show that the person has authority to sign on behalf of the community water system. Signatures by any individuals other than the ones identified in the Signatory Requirements Table must be accompanied by documentation showing authority to sign.

- **California Water and Wastewater Arrearages Payment Program Authorized Representative Delegation Form:** An entity may authorize an officer(s) or employee(s) of the entity to be its authorized representative(s) or designee(s) using the Authorized Representative Delegation Form. The Authorized Representative Delegation Form must be signed by an individual with signatory authority in accordance with the Signatory Requirements Table.
- **Authorized representative letter:** A community water system may authorize an employee(s) of the community water system to be its authorized representative(s) or designee using an authorized representative letter. The authorized representative(s) letter must be: 1) from an individual with signatory authority in accordance with the Signatory Requirements Table; 2) on the community water system's letterhead; and 3) must have the signatures and contact information for the authorized representative(s) or designee(s).

- **Articles of incorporation, bylaws, board resolution, or other documentation from the entity's board:** An officer(s) or employee(s) other than those listed in the Signatory Requirements Table may sign for the corporation if the individual(s) has received signatory delegation in one of these documents.
- **Power-of-attorney (POA):** If the community water system wants to designate anyone who is not an officer or employee of the entity, including any employee of an affiliated entity, to be its authorized representative or designee, the authorization must be done through a POA.